

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: June 17, 2004

LEAVE ACCOUNTING LETTER #04-013
(Civil Service Only)

TO: All Agencies in the California Leave Accounting System (CLAS)

FROM: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

RE: **PERSONAL HOLIDAY AND HOLIDAY CREDIT IN LIEU OF PERSONAL HOLIDAY**

This is to inform you of the Personal Holiday and Holiday Credit In Lieu of Personal Holiday processes that will be run during July 2004.

PERSONAL HOLIDAY

On July 2, 2004, Personal Holiday accruals for the 2004/2005 fiscal year will be posted to the CLAS. The accrual transaction 'PH10' will be posted for all full/part time and hourly intermittent employees entitled to Personal Holiday. If an employee is on a temporary separation or serving a waiting period with an end date after July 30, 2004, the accrual transaction will not be posted.

Employees on temporary separations are not entitled to the Personal Holiday accrual until they return from the separation. Upon the employee's return, the agency must post the accrual transaction 'PH10' for the month the employee returns to active status.

If the employee is on a Personal Holiday waiting period with an end date after July 30, 2004, the accrual transaction 'PH10' will be automatically posted on the 2nd day of the leave period in which the waiting period ends.

HOLIDAY CREDIT IN LIEU OF PERSONAL HOLIDAY

Also on July 2, 2004, a Holiday Credit In Lieu of Personal Holiday transaction 'HC09' will be posted for full/part time employees entitled to this benefit. Below is a list of eligible employees:

- BU06 employees
- BU12 & 13 rank & file employees
- BU07 class codes 8979 (Firefighter) at Mental Health or Developmental Services
- BU07 class codes 8989 or 8990 (Firefighter/Security Officer) at the Department of Military
- Excluded employees at Youth Authority
- Class Type F (DPA exempts) employees at Youth Authority

This transaction will not be posted for positive attendance (roll codes 3 and 4) employees, nor any employee on a temporary separation.

The Holiday Credit In Lieu of Personal Holiday 'HC09' transactions for hourly intermittent employees must be posted by the agency after determining how many hours the employee is due.

Employees on a temporary separation are not entitled to the Holiday Credit In Lieu of Personal Holiday until they return from the separation. Upon the employee's return, the agency must post the transaction 'HC09' for the month the employee returns to active status.

Per Bargaining Unit contracts, some employees must serve a waiting period before receiving Holiday Credit In Lieu of Personal Holiday. This waiting period cannot be documented using the CLAS. Therefore, if the employee is currently serving a waiting period, the agency will need to void the 'HC09' transaction posted on July 2, 2004. Once the waiting period has ended, the agency may then post the 'HC09' transaction for the leave period in which the waiting period ended.

The Personal Holiday and Holiday Credit In Lieu of Personal Holiday transactions will display on the Leave Activity and Balances (LAB) report available via ViewDirect on August 16, 2004 and the employees' Statement of Earnings and Deductions/Direct Deposit Advice for the August 2004 leave period.

If you have any questions regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

JRH:DK:CLAS